



**Request for Proposal
LINK Hotel Site Selection Services
Questions and Answers**

1. Is this the first time you have bid out this program? Are there issues you may have had that led you to bidding out the 2025 LINK program you're looking to address?

Yes, this is the first time we have requested services for hotel site selection assistance. We typically handle this process in house. We are seeking more efficiency in researching hotels across the full DC metro area for the 2025 LINK program.

2. Do you have an agenda with details you could share? IE. room counts each evening, space needs, food and beverage timing, meeting timing, evening meal needs, etc.?

A detailed agenda for the August program is not yet available. We are seeking 150 guest rooms per night; meeting spaces for 160 attendees with additional room for breakfast and lunch for 150 attendees. Further exact details will be provided in the hotel site selection process once a firm has been identified.

3. Since this is a high-level leader program what room type do you typically book? Upgraded rooms or ROH? Would you require suites and if so, how many per night? Would you have pre or post days?

We typically book rooms at a 4 star hotel where ROH king rooms are suitable for high level leaders. We typically book between 4-6 suites as well. We also have 7-14 staff rooms for the three nights prior to the program, and an additional 30 guest rooms as well for the night before the program begins.

4. What is your targeted room rate per night?

We are seeking a room rate between \$170-289 per night.

5. Based on history it seems that Wednesday-Saturday is your preferred pattern, 3 nights? Are your preferred dates 8/13-16, 2025? Do you have flexibility in those dates? Was 2023 a four-night program?

We will be seeking hotel rooms for a Wednesday-Saturday date pattern. Our preferred dates are August 20-23rd and there is potential flexibility. Yes, 2023 was four nights.

6. Is the registration area for arrival day only or throughout the program?

We will seek an area for registration on arrival day only.

7. Would you require other services such as web registration, airport transportation, on-site staffing, etc. or just site selection services only?

We are only seeking support in hotel site selection with this RFP.

8. How many breakout rooms are needed?

There is flexibility on the number of break out rooms needed based on overall set up. We will need a dedicated staff office and at least one additional break out room per day.

9. How many staff for the staff room needed?

We will seek seven staff guest rooms.

10. With this being a high-profile group, will you need any upgraded rooms/suites?

We typically need between 4-6 suites.

11. Is there a room rate budget range in mind for this program?

We typically seek a room rate between \$170-289 per night.

12. What specific needs are required for security personnel?

Specific security needs will be discussed with the hotel during negotiations and planning process.

13. I am wondering if you are able to provide the actual breakdown of the guestroom needs per day that is requested for this program.

We are seeking 150 guest rooms per day.

14. Are you willing to give exclusivity on this bid?

Once we determine a winning proposal we will work exclusively with that vendor for the services and timeframe outlined.

15. Would you tell me what are the next steps to bid on this project?

All steps to bid on this project are outlined in the RFP posted on Atlanta Regional Commission's website.